

REQUEST FOR PROPOSALS

RESTAURANT AND FOOD SERVICE

HORTICULTURE BUILDING & TOYOTA EXHIBIT CENTER(A), INFIELD RESTAURANT(B), AND GRANDSTAND CONCESSION(C)

New York State Department of Agriculture and Markets
Division of the State Fair

This Request for Proposals (RFP) is issued by the New York State Department of Agriculture and Markets (Department) to invite qualified proposers to submit a proposal to: (A) renovate, improve and operate the restaurant located in the Horticulture Building, and provide food and beverage service at the Toyota Exhibit Center; (B) operate the Infield Restaurant, and (C) operate the Grandstand Concession, each located at the Empire Expo Center, home of the New York State Fair, in Syracuse (Town of Geddes, Onondaga County) New York.

You may submit a proposal for one or more of the locations, however, you must submit a separate proposal for each location. Location A is the Horticulture Building restaurant and snack bar and the mobile food and beverage center in the Toyota Exhibit Center. Location B is the Infield Restaurant. Location C is the Grandstand Concession.

Proposals must be received in hand by the Department no later than 3:00 pm local time on May 27, 2009. Proposals shall be addressed to:

Lucy Roberson, Director
Fiscal Management
New York State Department of
Agriculture and Markets
10B Airline Drive
Albany, New York 12235

Submit an original and three (3) copies of your proposal for any Location in a sealed envelope, or package. Mark "Location A" on your proposal for the Horticulture Building Restaurant and snack bar and Toyota Exhibit Center location. Mark "Location B" on your proposal for the Infield Restaurant. Mark "Location C" on your proposal for the Grandstand Concession.

Proposals may not be submitted electronically, nor by fax. Your proposal for any Location will consist of two parts, Part I consisting of your license fee, and Part II consisting of your background and experience. Inquiries about this request shall be directed to Cindy Itzo, in writing at the above address, or via email to cindy.itzo@agmkt.state.ny.us and received no later than May 15, 2009. No telephone inquiries will be accepted. All questions and answers will be posted on the Department's website, www.agmkt.state.ny.us in the "Funding Opportunities" section. Answers will be posted as quickly as possible, but no later than May 18, 2009. The

questions and answers, when posted, are part of this Request.

Addenda to the Request for Proposal

If it becomes necessary to revise any portion of the RFP, the revision will be posted on the Department's website, www.agmkt.state.ny.us under "Funding Opportunities". All proposers are responsible for keeping informed of any revisions to this RFP.

Introduction

The Empire Expo Center, in Syracuse, New York, is a 375 acre site which is home to the annual New York State Fair, a twelve day event ending on Labor Day each year. The State Fair draws 850,000 – 950,000 persons.

The Empire Expo Center also hosts many other events year round, drawing approximately 500,000 to 750,000 persons in total.

The Horticulture Building Restaurant, and snack bar and the mobile food service in the Toyota Exhibit Center, the Infield Restaurant and the Grandstand Concession provide varying levels of food service to the public during all events at the Empire Expo Center.

Schedule

The Department reserves the right to change any of the dates. Any changes will be posted on the Department's website, www.agmkt.state.ny.us under "Funding Opportunities". Proposers are responsible for keeping informed of any changes in the schedule.

Event Dates

RFP Issued	April 27, 2009
Mandatory Meeting	May 13, 2009
Last Date for Inquiries	May 15, 2009
Responses to Inquiries	May 18, 2009
Proposals Due	May 27, 2009
Selection	Within 30 days
Improvements completed	July 31, 2009

Mandatory Meeting and Tour of Facilities

All prospective proposers must attend a meeting at the Empire Expo Center on May 13, 2009 at 11:00. Proposals will not be accepted from any proposer who does not attend the meeting.

A tour of each of the Locations is mandatory for all proposers and will be given at the conclusion of the mandatory meeting. Proposals will not be accepted from proposers who do not examine the current facilities and equipment. Please call Geneanne Keegan-Smith, Concessions and Exhibits Manager at (315) 487-7711, Ext. 1212 to advise if you will attend the mandatory meeting and tour the Locations.

Objective

The objective of this RFP is to retain a proposer, or proposers, to:

- A. (i) Renovate, improve and operate the Horticulture Building Restaurant and snack bar.
- (ii) Provide mobile food service in the Toyota Exhibit Center.
- B. Operate the Infield Restaurant.
- C. Operate the Grandstand Concession.

Scope of License

Location A

Horticulture Building Restaurant

During the Term of the License, the Licensee shall be the sole operator of the Horticulture Building restaurant and snack bar and provider of mobile food and beverage service at the Toyota Exhibit Center during all events held at the Empire Expo Center. The Licensee shall operate the Horticulture Building restaurant and snack bar during the annual New York State Fair, and during every event held in the Horticulture Building. Also, the Licensee shall provide mobile food service in the Toyota Exhibit Center during every event held in the Toyota Exhibit Center, but *shall not* operate the License during the annual New York State Fair.

Restaurant and food and beverage service operations shall include the sale of food, beverages and alcoholic beverages in the Horticulture Building restaurant, at the snack bar and from mobile food carts provided by the Licensee and operated in the Toyota Exhibit Center. The food and beverage menus and prices must be pre-approved by the State Fair. The Department will provide information related to New York food products and advise on menus for breakfast, lunch and dinner.

The sale of novelties and souvenirs will be subject to “Novelties and Souvenirs”, below.

Location B

Infield Restaurant

During the Term of the License, the Licensee shall be the sole operator of the Infield Restaurant. The Licensee shall operate the Infield Restaurant during the annual New York State Fair and during every event held at the infield, the grandstand and the racetrack; throughout the annual New York State Fair, and other times as agreed upon by the Licensee and the Department. Restaurant operations shall include the sale of food, beverages and alcoholic beverages. The food and beverages menus and prices must be pre-approved by the Department.

The sale of novelties and souvenirs will be subject to “Novelties and Souvenirs”, below.

Location C

Grandstand Concession

During the Term of the License, the Licensee shall be the sole operator of the Grandstand Concession. The Licensee shall operate the Grandstand Concession during every event held at the infield, the grandstand and the racetrack throughout the annual New York State Fair and at other times as agreed upon by the Licensee and the Department.

Operation of the Grandstand Concession shall include the sale of food, beverages and alcoholic beverages.

The sale of novelties and souvenirs will be subject to "Novelties and Souvenirs" below.

Theme and Operation

Location A

Horticulture Building Restaurant

The restaurant will be identified as "The New York Café" and shall be operable prior to opening day of the annual New York State Fair, shall be fully operational, opening not later than 10:00 am and providing breakfast, lunch and dinner, serving only foods and beverages grown, produced or processed within New York State.

During certain times of the year, the Licensee may, with the prior written approval of the Director of the New York State Fair, which approval shall not be unreasonably withheld, serve foods grown, produced or processed outside New York State.

When operating, the mobile cart food and beverage service provided in the Toyota Exhibit Center shall be subject to the product restrictions set forth above.

The restaurant shall make available in a dedicated area of the restaurant a display of New York State items used in the restaurant together with information as to where those items may be purchased, including at the *Pride of New York Marketplace*.

During the annual New York State Fair the Licensee shall, to the greatest extent possible, incorporate into the restaurant menu New York State food and food products available at the *Pride of New York Marketplace* at the State Fair.

Location B

Infield Restaurant

The restaurant shall be fully operational prior to opening day of the annual New York State Fair, opening not later than 10:00 am and closing not earlier than 10:00 pm each day of the New York State Fair and provide breakfast, lunch and dinner, maximizing the use of foods and beverages grown, produced or processed in New York State.

Location C

Grandstand Concession

The concession shall be fully operable not less than one hour before public entry to the grandstand, the infield or the racetrack is permitted, or at such other time as the Licensee and the Department may agree.

Term

Location A

Horticulture Building Restaurant

The Term of the License will be five (5) years beginning July 1, 2009. The License may be renewed at the Department's sole option for not more than five (5) years, upon terms no less favorable to the Department than those in the License agreement arising from this request for proposals.

Location B

Infield Restaurant

The Term of the License will be for twelve (12) months beginning on June 1, 2009 and ending on May 31, 2010. The License may be renewed at the Department's sole option, for one or more periods not to exceed twenty-four (24) months in total.

Location C

Grandstand Concession

The Term of the License will be for twelve (12) months beginning on June 1, 2009 and ending on May 31, 2010. The License may be renewed at the Department's sole option, for one or more periods, not to exceed thirty-six (36) months in total.

Premises

Location A

Horticulture Building Restaurant

The restaurant is located in the Horticulture Building and is owned by the Department. It has approximately 4800 square feet. The main floor is 3700 square feet, with 1300 square feet available for seating. Current seating capacity is approximately 150 persons. The second floor is approximately 700 square feet used for office and storage space. There is also a snack bar with approximately 650 square feet. The restaurant is heated and has restroom facilities. The food preparation equipment is owned by the current operator.

Municipal water, sewer, natural gas and electric services are made available to the restaurant by the Department.

Toyota Exhibit Center

Water and electric services only are provided at the Toyota Exhibit Center.

Location B

Infield Restaurant

The restaurant structure is owned by the Department. The food preparation equipment and pre-fab freezer is owned by the current operator. The restaurant is a one story cinder block structure, with dimensions of 90 feet x 34 feet. The storage, office, refrigeration and food preparation area is approximately 1,700 square feet. The interior seating area is approximately 1,360 square feet. The restaurant has electrical service, bottled gas connections, municipal water and telephone connections. Restroom facilities, with an area of approximately 2,850 square feet, are attached to the restaurant structure, but are accessible through the restaurant. The restaurant and restrooms are not heated.

Location C

Grandstand Concession

The Concession is located in the grandstand which fronts a one-mile dirt racetrack used for the presentation of motorsports events and, when reconfigured, entertainment events, including concerts and shows.

The grandstand has a seating capacity of 14,000 to 17,000 depending upon the event.

The food preparation and food service equipment is owned by the current Licensee and may be removed by that Licensee.

Capital Improvements

Location A

Horticulture Building Restaurant

The Licensee shall improve and renovate the existing restaurant and re-equip all kitchen facilities. All cooking equipment in the restaurant shall be natural gas fueled, except where natural gas fueled equipment is not available. The current kitchen and food service equipment, tables and chairs are owned by the current restaurant licensee.

Your proposal must include capital improvements to the restaurant structure, furnishings and equipment. The renovations proposed must follow the theme of "The New York Café" which name shall reflect that the restaurant is serving New York products. Preliminary drawings, layouts and cost estimates must be part of your proposal. If you are the successful proposer, your final approved proposed renovations must be prepared by an architect licensed by the State of New York. All structural improvements will become the property of the Department. All equipment will remain the property of the successful proposer.

Location B

Infield Restaurant

No capital improvements are required.

Location C

Grandstand Concession

No capital improvements are required.

Operation and Maintenance

Each Licensee shall operate each Location in compliance with the New York State Sanitary Code, as administered and enforced by the Onondaga County Health Department and shall remain in full compliance at all times.

Each Licensee shall operate each location through its employees. Each Licensee's employees shall wear uniforms, which include the name of the restaurant, at all times. The uniforms may not include "T-shirts". Each Licensee shall be responsible for the cost of employee admissions and parking during the annual New York State Fair.

The Department shall make available potable water, sanitary sewer, electricity and natural gas for the Licensee's use at each location.

The Licensee shall be solely responsible for the cost of all utility connections, service charges and usage charges. The Department shall provide trash removal. Each selected Licensee shall retain the services of a company authorized and licensed to dispose of cooking oils and grease.

Permits and Licenses

Location A

Horticulture Building Restaurant

The selected proposer shall, at its sole cost and expense, identify and obtain all necessary federal, state and local approvals, including but not limited to, hazardous materials assessments, environmental assessments, surveys, health department approvals and other approvals necessary to complete the Licensee's proposed improvements and renovation of the Horticulture Building Restaurant, and to operate the Horticulture Building restaurant and Toyota Exhibit Center food and beverage service, including permits authorizing the sale of alcoholic beverages.

The Department will provide such "as-built" drawings, surveys and utility locator maps as may be available.

The Licensee shall be responsible for determining the adequacy of the existing utilities, including natural gas and electricity and telephone service.

All construction, labor and materials shall comply with the laws of the State of New York.

Location B

Infield Restaurant

The Licensee shall, at its own cost and expense, identify and obtain all necessary federal, state and local approvals necessary to operate the Infield Restaurant, including permits authorizing the sale of alcoholic beverages.

Location C

Grandstand Concession

The Licensee shall, at its own cost and expense, identify and obtain all necessary federal, state and local approvals necessary to operate the Grandstand Concession, including permits authorizing the sale of alcoholic beverages.

Department Use of Location

The Department reserves the right to use any Location for governmental purposes. The Department shall be responsible for all costs and expenses associated with such use and shall be responsible for damage or loss to Licensee's equipment and property during such use.

Novelties and Souvenirs

Novelties and souvenirs may not be sold by any Licensee except as may be permitted in the sole discretion of the Department. Such sales, if permitted, shall be made only upon such terms and conditions as determined by the Department.

License Fee

The license fee offered for each Location shall consist of two parts: (i) a fee based on a percentage of gross receipts from the sale of food and beverages, and (ii) a fee based upon a percentage of gross receipts from the sale of alcoholic beverages. Gross receipts shall be the total amount of money received, or realized by, or accruing to, each Licensee from the sales, for cash or credit, of food, beverages and alcoholic beverages made pursuant to the rights granted under the License. Alcoholic beverages shall include all non-alcoholic beverages subject to the Alcoholic Beverage Control Law of the State of New York.

Books and Records

Each Licensee shall maintain separate books and records covering its operation of the Location under the Licensee; retain its books and records related to the Licensee's operations for a period of six (6) years and shall provide access to those books and records by the Department and the State Comptroller, upon reasonable notice.

Within ninety (90) days from the close of each calendar year, each Licensee shall provide to the Department an audited statement of its operations under its License of the preceding year, completed by a certified public accountant.

Transfer of Interest Prohibited

The Department will select each Licensee, in part, upon that Licensee's particular and personal experience and ability to provide the services sought under this Request for Proposals. The License awarded from this Request presumes that each Licensee's ownership will not change during the Term of the License. In the event of change of ownership, or principals, of any Licensee, the License arising from this Request may be terminated by the Department without liability. No change in ownership or principals of any Licensee shall be made or become effective unless the Department is notified, in writing, of the change not less than ninety (90) days before the proposed change and approves such proposed change in writing.

Sublicensing is not permitted.

Performance Bond

Location A

Horticulture Building Restaurant

The Licensee shall provide a performance bond and a labor and material bond for the benefit of the Department and the proposal shall include a written binder, providing that such bonds shall be issued upon award of the License to the Licensee, from an insurance or surety company authorized to do business in New York State. The bonds shall insure that the Licensee promptly and timely completes the improvements and renovations set forth in the Licensee's proposal, pays all materialmen and subcontractors in connection with such improvements and renovations.

Location B

Infield Restaurant

No performance bond is required.

Location C

Grandstand Concession

No performance bond is required.

Insurance – Improvement and Renovation - Casualty

Location A

Horticulture Building Restaurant

During improvement and renovation, the Licensee shall obtain and maintain casualty insurance, insuring against loss or damage to the facility from fire or other casualty with an extended coverage endorsement in an amount equal to 100% of the full insurable value of the facility. The facility is the Horticulture Building.

Location B

Infield Restaurant

No casualty insurance is required.

Location C

Grandstand Concession

No casualty insurance is required.

Insurance - Liability

Each Licensee shall obtain and maintain at its sole cost and expense during the Term of the License, comprehensive general liability insurance including coverage for premises - operations liability; liability for acts of independent contractors and others; products - completed operations liability; blanket contractual liability; liability for the operation of owned, non-owned and hired motor vehicles; coverage against liability arising from explosion, collapse and underground casualty; and host-liquor liability insurance. Such comprehensive general liability insurance shall have a combined single limit of not less than two million dollars (\$2,000,000,00) per occurrence. The Department shall be named as an additional insured on all policies of insurance provided and maintained by the Licensee.

Each Licensee shall obtain and maintain Workers Compensation insurance coverage covering all persons working for the Licensee, or on its behalf, as required by law.

Use of New York State Fair Name and Logo

Each Licensee may, with the prior permission of the Department, use the term "*New York State Fair*," the New York State Fair logo and the term "*Empire Expo Center*" in connection with Licensee's operation of the License. Such permission will not be unreasonably withheld and, when given, shall not be deemed blanket permission for the use of the names and logo. The Licensee shall make a prior written request to the Department for such permission not later than seven (7) days prior to such intended use, or within such time as is necessary for the Licensee to arrange for production and distribution of commercial and advertising materials.

Termination of License

Each License agreement arising from this Request for Proposals will include a provision allowing the Department to terminate the License for cause, or convenience, prior to expiration of the Term. If the License is terminated for convenience, the License will be reimbursed only for the undepreciated value of the capital improvements, renovations and equipment as of the date of such termination.

New York Law

The laws of the State of New York shall apply to the License and to all claims, actions and other proceedings arising out of the operation of the License.

Approvals

Each License agreement shall be effective only upon the approval of the Attorney General of the State of New York and the Comptroller of the State of New York.

Proposal Contents

Submit your proposal for each Location in one envelope or package, marked with your name and the Location, i.e. Location A. Inside, place your proposal which must be submitted in two (2) separate parts. Each part must have the name of the proposer and identify the Location on the outside of the envelope or package.

1. On the first inner envelope put your name, the Location and write the words "License Fee" on the outside and place the "License Fee" portion of your proposal inside.

For each twelve (12) month period during the Term of the proposed License, state the annual license fee to be paid to the Department expressed as a percentage of gross receipts received from (i) the sales of food and non-alcoholic beverages, including water, and (ii) the sales of alcoholic beverages. The license fee shall be based upon gross receipts, after the deduction of sales tax only.

For Location A, there are five (5) twelve month periods during the License Term.

For Location B and C, there is one (1) twelve month period during the License Term.

2. On the second inner envelope, put your name, the Location and write the word "Proposal" on the outside and place the "Technical Proposal" portion of your proposal inside. Your technical proposal must include:
 - a. A list of equipment, including make, model and manufacturer, which you propose to install, for example, cook tops, refrigerators, freezers; whether the equipment is presently owned and, if so, the age and condition, or whether the equipment will be obtained if you are awarded the License. Previously used equipment and refurbished equipment is acceptable provided that such equipment is owned by you.
 - b. A proposed list of food, beverages and alcoholic beverages to be sold, including serving size and sale price.
 - c. A description of the method or methods of revenue accountability which you will use in the operation of this License.
 - d. The name, address and telephone number and a written description of each location, including identification of the building owner and/or manager, and photographs of the exterior and interior of food service operations in New York State similar to that which you propose in which you have interest. If you currently provide food service for the benefit of a governmental entity, you must provide a copy of the current agreement between you and the governmental entity.

- e. Copies of your state and federal income tax returns and your financial statements for the last three (3) business years. This information will be received and maintained by the Department as confidential; the information will not be disclosed to anyone other than Department personnel on the selection committee. The tax and finance information will not be copied and will be returned to you.
- f. A minimum of three (3) verifiable references, one of which must be your principal banking organization and one of which must be your principal food supplier, together with the name, address and telephone number of a contact person at each reference and your written authorization allowing your references to provide information about you to the Department.
- g. A specific and detailed written statement of your:
 - 1. corporate/company history, background, structure, ownership and management philosophy;
 - 2. background and experience of management and operating personnel;
 - 3. personnel policy, including alcohol/drugs and employee assistance; and dress, conduct and appearance policy/guidelines;
 - 4. customer complaint policy;
 - 5. policies concerning employee qualification and training;
 - 6. policy on people with special needs.

For the Location A Horticulture Restaurant Building only

Include with your "Technical Proposal":

- Preliminary drawings showing proposed structural improvements and renovations; and a written description of the work proposed and
- A proposed depreciation schedule for the restaurant improvements, separately identifying and depreciating each capital improvement and capital renovation. All depreciation must be taken within the initial Term of the License.
- Proof of casualty insurance and a performance bond and labor and material bond covering your proposed improvements and renovations.

Selection Process

The successful proposer for each location will be selected based upon an evaluation of each proposer's technical proposal by a selection committee composed of Department officers and employees, and the evaluation of each proposer's license fee offered by the Department's Division of Fiscal Management. The points awarded in the technical evaluation and license fee evaluation will be combined to determine the ranking of proposals. Proposals will be rated as follows:

1. Quality and responsiveness of proposal demonstrating an understanding of the Department's objectives for each location the proposer's explanation how their proposal will achieve those objectives (25 points).
2. Qualifications and experience of the proposer (25 points). The points available will be awarded based upon the proposers prior experience (12.50 points) in similar food service operations (12.50 points). A proposer who demonstrates the most prior experience in a similar food service operation will receive the maximum points. The remaining proposers will be awarded points based upon their demonstrated experience and operations.
3. License fee (50 points). The two-part license fee (See, *Proposal Contents*, above) is worth 25 points for each part. The proposer offering the highest license fee in each part will receive 25 points. The remaining proposers will be awarded points using this formula:

$$25 \times \frac{\text{Fee being evaluated}}{\text{Highest fee}}$$

The points awarded for each part of the fee will be combined resulting in the total license fee points awarded for each proposer.

Financial Award

This is a "best-value" procurement award. There will be no cost to the Department.

Notification of Award

Each successful proposer will be advised by letter within three business days after the selection is made.

Restrictions on Communications with Department of Agriculture and Markets and Division of the State Fair Staff

Proposers shall make no unsolicited contact with any Department or Division personnel regarding this RFP, except that proposers may contact Cindy Itzo in writing or by email at cindy.itzo@agmkt.state.ny.us.

Cost Liability

The State of New York, the Department and the Division assume no responsibility or liability for costs incurred by the proposers in preparing and submitting their proposals in response to this RFP.

Acceptance of Proposal Content

The selected proposer's proposal and this RFP will become part of any contract awarded.

Assignment

The selected proposer may not convey, assign or otherwise dispose of the contract, or the proposer's right, title, or interest in the contract, or its power to execute the contract, to any other person, company, corporation, or entity without the prior written consent and written approval of the Department and the Division.

Accounting Records

The selected proposer shall maintain all financial and accounting records and other documents relating to the contract in accordance with generally accepted accounting principles and all such records shall be made available, upon request, to the Department, the Division and the Comptroller of the State of New York, at all reasonable times during the contract period and the period of any extension and for six (6) years from the expiration date of the contract.

Freedom of Information

The selected proposer's proposal and any contract resulting from this RFP is subject to the provisions of New York's Freedom of Information Law, Public Officers Law, Article 6. The selected proposer's financial and proprietary business information will be received and accepted as confidential information and not subject to disclosure.

Standard Contract Provisions

The Standard Contract Provisions which are attached to this RFP will be part of the contract.

Please read and execute them where required, and return the Standard Provisions with your proposal.

Certification Pursuant to New York State Tax Law Section 5-A

Pursuant to Tax Law Section 5-a, you are required to certify to the Tax Department that you are registered to collect New York State and local sales and compensating use taxes, if you made sales of tangible personal property, delivered by any means, to locations within New York State or you provided taxable services, having a cumulative value in excess of \$300,000 measured over a specified period. In addition, you must certify to the Tax Department that each affiliate and subcontractor exceeding such sales threshold during a specified period is registered to collect New York State and local sales and compensating use taxes. You must also certify to the procuring state agency that affiliates and subcontractors have filed a correct and complete certification with the Tax Department. The successful proposer will be required to complete and sign, under penalty of perjury, the Contractor Certification Form ST-220-TD and the Contractor Certification to Covered Agency Form ST-220-CA. The Contractor Certification Forms are available from the Department of Tax and Finance web site at: http://www.tax.state.ny.us/forms/sales_cur_forms.htm#Other%20Sales%20Tax%20Forms.

The selected proposer will be required to complete and submit the Contractor Certification Forms within three (3) business days from the date of the request. Failure to respond timely may render a proposer non-responsive and non-responsible. Proposers shall take the necessary steps to provide properly certified forms, within a timely manner, to ensure

compliance with the law. You may call the Tax Department at 1-800-698-2931 for all questions regarding Tax Law §5-a, and relating to a company's registration status with the Tax Department. For additional information and frequently asked questions, please refer to the Department of Tax and Finance web site:

<http://www.tax.state.ny.us/pdf/publications/sales/pub223-507.pdf>.

Minority and Women Owned Businesses Equal Employment Opportunities and Goals

See Clause 12, Equal Employment Opportunities for Minorities and Women, in Appendix A. For this contract the Department and the Division have established the following goals:

- Minority business enterprises 1%
- Women owned business enterprises 1%

Notification of Award

The Department will notify the selected proposer verbally, followed by a written confirmation. Each proposer whose proposal is not selected will be notified in writing by the Department. Pursuant to section 163(9)(c) of the State Finance Law, an unsuccessful proposer has the right to a debriefing regarding the reasons their proposal was not selected for an award. An unsuccessful proposer must request a debriefing within thirty (30) days from the date of the notification stating that their proposal has not been selected. To request a debriefing an unsuccessful proposer should contact Cindy Itzo, Assistant Director, Division of Fiscal Management, in writing or via e-mail at cindy.itzo@agmkt.state.ny.us.